



USAID
FROM THE AMERICAN PEOPLE

UKRAINE

SOLICITATION NUMBER: 720-113-24-R-10001

ISSUANCE DATE: November 7, 2023

**CLOSING DATE/TIME: November 28, 2023, at 11:59 p.m.
Vilnius Time**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a Personal Service Contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kyivvacancies@usaid.gov.

Sincerely,

David Smale
Contracting Officer

Solicitations open to:	Lithuanian Nationals and non- Lithuanians with Legal Residence and Lithuanian Work Permit
Solicitation No.:	720-113-24-R-10001
Position Title:	Project Management Assistant (Democracy and Governance)
Issuance date:	November 7, 2023
Closing date and time:	November 28, 2023, at 11:59 p.m. Vilnius Time
Work hours:	40 hours (Full time)
Position Grade:	FSN-9
Market Value:	Basic Annual Rate (in Euro): €34,354 - €46,389 In accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy Vilnius. Final compensation will be negotiated within the listed market value.
Place of Performance:	Vilnius, Lithuania
Period of Performance:	Five-Year Period of Performance with possibility to renew in accordance with ADS 309: - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.
Security Level Required:	Facility Access

STATEMENT OF DUTIES:

The Project Management Assistant (“the Assistant”) will assist with the planning, management, monitoring, reporting, budgeting, and evaluating required to effectively administer the projects across USAID/Belarus’ varied democracy and governance portfolio (DG). The incumbent also will help draft communication products, such as fact sheets and newsletters. The incumbent will organize and maintain databases, files, and other information. The incumbent also will be required to synthesize and summarize complex information in succinct and easy-to-understand reports, presentations, talking points, and one-pagers. Lastly, the incumbent will be expected to liaise with implementing partners, international donors, government actors, and multilateral institutions on behalf of USAID/Belarus.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management and Design (60%)

The incumbent’s primary responsibility is to assist in the planning and management of USAID/Belarus’ DG’s technical assistance activities across USAID/Belarus’ DG’s portfolio.

Duties include:

- Serving as Activity Manager, AOR/COR, and/or alternate AOR/COR for DG activities;
- Keeping USAID/Belarus DG team members informed about activities he/she/they manage to bolster coordination within the USAID/Belarus DG portfolio;

- Reviewing and analyzing activity documentation submitted by implementing partner;
- Preparing procurement documentation for necessary acquisition/assistance actions, including statements of work, GLAAS packages, checklists, and budgets;
- Assisting with financial management tasks associated with USAID/Belarus DG's activities in coordination with AORs/CORs, such as completing accruals, pipeline analysis, and preparing incremental funding documents and actions;
- Managing USAID/Belarus' DG contributions for annual Program Cycle activities including the Operational Plan, Procurement Plan and Report, and Annual Budget Review;
- Planning and conducting meetings with partners and site visits to monitor DG activities, which may require travel outside of Lithuania;
- Maintaining correspondence with partners and program stakeholders;
- Tracking partner performance against activity objectives and results;
- Tracking partner reporting, ensuring complete reports are submitted on time, and confirming reported results are consistent with the contract or agreement; and
- Maintaining AOR/COR award files and activity files.

Strategic Planning, Communication, and Reporting Support

(25%)

The incumbent is responsible for providing strategic planning, communication, and reporting support to the USAID/Belarus DG team. Duties may include:

- Providing analysis and recommendations on DG issues and activities;
- Tracking key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges;
- Conducting research and analysis to support current and future programming (including collecting, analyzing, and tracking statistical indicators);
- Drafting and editing English language reports on activity issues and accomplishments related to DG activities;
- Drafting Russian or Belarusian communications materials for use by USAID/Belarus with external audiences;
- Preparing briefing materials on DG's portfolio of activities, including fact sheets, newsletters, mappings, briefing PowerPoints, and activity budgets;
- Coordinating DG's contributions to information and reporting requirements for, but not limited to, the Annual Report, Operational Plan, Activity Data Sheets, briefing papers, and program review materials;
- Communicating with contractors, grantees, non-governmental actors, and other relevant individuals to obtain information related to DG's activities;
- Providing writing translation and oral interpretation from/to English to/from Russian or Belarusian; and
- Providing administrative coverage for USAID/Belarus in the absence of the Management Specialist or to augment administrative support as determined by the supervisor.

Coordination and Representation

(15%)

The incumbent will help represent the DG team to a number of stakeholders. Duties include:

- Meeting with representatives from the USG, international donor community, civil society, and business associations to share information on behalf of the DG team and coordinate DG programming;
- Presenting and explaining the DG portfolio at various coordination events;
- Representing DG at routine Mission and Embassy meetings;
- Tracking the activities of other donors/international organizations involved in sectors related to DG, highlighting areas for possible coordination across the Mission's portfolio; and
- Coordinating meetings for DG's portfolio.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationship: The Assistant is directly supervised by the USAID/Belarus Office Deputy Director or the USAID/Belarus Office Deputy Director's designee.

Supervisory Controls: None

PHYSICAL DEMANDS: The work requested does not involve undue physical demand.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Minimum of a College/university studies or local equivalent in political science, international relations, sociology, public administration, international development, development/area studies, and/or other related areas is required.

Work Experience: Minimum of at least three years of progressively responsible experience in project management is required.

Language Proficiency: Both Level IV (fluent) English proficiency (reading, written, spoken) and Russian (reading, written, spoken) are required.

EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the Contracting Officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Selection Process and Basis of Evaluation: Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

60 points – Knowledge: An intermediate knowledge in the areas of project management principles, administration, and financial management is required. Strong technical knowledge of

how democracies function is required. A basic understanding of Belarusian democratic organizations and institutions is required.

40 points – Skills and Abilities: The following skills and abilities are essential for this position: ability to plan, manage, prioritize, and complete tasks from various sources; excellent listening, writing and verbal communication skills – including presentation skills; ability to recognize significant developments and trends with respect to democracy and governance, as well as the ability to identify their impact on program implementation; strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations; teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines; demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues; strong learning agility and the ability to effectively adapt to new or changing situations; strong organizational and time management skills; a high level of computer literacy is required, including the ability to design and prepare user-friendly and informative reports, matrices, and slide decks using appropriate computer software; excellent working knowledge of Microsoft Office suite, Gmail and Google Suite is required; and willingness to travel within Eastern Europe to areas where groups of Belarusian diaspora have relocated.

TOTAL POSSIBLE POINTS: 100 points

HOW TO APPLY:

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to kyivvacancies@usaid.gov with **Subject line: PROJECT MANAGEMENT ASSISTANT (DEMOCRACY AND GOVERNANCE) (720-113-24-R-10001)**.

ANY/ALL application submissions received after the closing date will not be considered.

REQUIRED DOCUMENTS:

1. **Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
2. **Application for Employment (DS-174):** The form can be downloaded from this link <https://efrms.state.gov/Forms/ds174.pdf>. Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**
3. **Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

Note: Application language is English.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- This vacancy is open to Lithuanian Nationals and non-Lithuanian with legal residence, and work permit.
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerers who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

BENEFITS

Medical Benefits Provided by the Host Government: Eligible LE Staff receive medical benefits from the Local Social Security System.

- Retirement Benefits Paid by the Mission: The Mission does not have a directly paid retirement or end of service plan.

ALLOWANCES (as applicable)

Meal Allowances: All employees are eligible. Meal allowance will automatically be prorated based on the number of qualified hours. The amount of the allowance is Euro 306 per annum for all grades.

- Family Allowances: The Mission does not provide a family allowance, education benefits for employees' children, or any other family related benefits.
- Unique Conditions of Work Allowances/ Benefits: The Mission does not provide any Unique Conditions of Work Benefits based on conditions in Lithuania.
- Housing and Utility Allowance/Benefits: The Mission does not provide any housing or utility benefits.
- Other Allowances/Benefits: The Mission does not provide any other allowances.
- The Mission does not provide any transportation (commuting) benefits.

TAXES:

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: <i>797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

Ethical Conduct: By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

PSC Ombudsman:

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION *JUN,2023*

EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The U.S. Mission in Belarus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Belarus also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION